

PeopleSoft Time & Labor Processing

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Log in to PeopleSoft HR using your Novell network user id and password.

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HR89DEV

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The home page will display the menu options available to you.

For those users whose data is uploaded via a third party system (e.g. Timetrak, ScanTron, Fleet Anywhere, Fire Telestaff, or Kronos) you can skip down to the Exceptions section on page 7.

ORACLE

Personalize [Content](#) | [Layout](#)

Menu

Search:

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Mass Time Reporting

This process reports time for an individual or group, for a specific date or range of dates.

Go to Manager Self Service > Time Management > Report Time > Mass Time

Search:

▷ Self Service

▷ Manager Self Service

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▷ Report Time

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Main Menu > Manager Self Service > Time Management >

**Report Time**

Report time or request absences.

**Timesheet**

Enter reported time and task details for a day, week, or time period.

**Mass Time**

Report time in several different ways by using a template type format.

There are 5 ways to look up time reporters: by group, by employee id, by last name, by first name, or by workgroup.

Mass Time Reporting

Select Time Reporters

Employee Selection Criteria	
Description	Value
Group ID	<input type="text" value="PAY"/>
EmplID	<input type="text"/>
Last Name	<input type="text"/>
First Name	<input type="text"/>
Workgroup	<input type="text"/>

Get Employees

☒ Select All ☐ Clear All

Next

Report Time for: Find View All First 1-8 of 8 Last

Name	Employee ID	Department	Department Description	North American Workgroup	Taskgroup
<input type="checkbox"/> Arlette Leach	02859	520203	Payroll	03A	
<input checked="" type="checkbox"/> Dena T Kalar	07106	520203	Payroll	13A	
<input checked="" type="checkbox"/> Jeffrey R Beatty	04509	520203	Payroll	14A	
<input checked="" type="checkbox"/> Karen M Hillius	05332	520203	Payroll	03A	
<input checked="" type="checkbox"/> Mary Minney	00365	520203	Payroll	13A	
<input checked="" type="checkbox"/> Pauline G Tolentino	05061	520203	Payroll	03A	
<input checked="" type="checkbox"/> Steven Shubin	08667	520203	Payroll	13A	
<input checked="" type="checkbox"/> Yolanda M Smith	02155	520203	Payroll	03A	

☒ Select All ☐ Clear All

Next

Mass Time Reporting

Select Time Reporting Method

Reported time on or before 02/02/2005 is for a prior period.

When do you want to report time for?

☐ Just One Date Date: (example: 12/31/2000)

☒ Range of Dates From: To:

How do you want to report time?

- ☒ Use the scheduled hours for the day(s) specified.
This will use the schedule to report time for the specified range of days.
The time reporter must be assigned to a schedule in order to report time using this option.
- ☐ Use the total number of hours entered and distribute them according to the schedule.
For example, if 40 is entered, then 40 hours would be distributed according to the schedule.
The time reporter must be assigned to a schedule in order to report time using this option.
- ☐ Specify multiple time transactions, to be applied to each day in the time period.
For example, apply 6 hours of REG and 2 hours of PTO to each day in the indicated time period.

Previous

Next

Mass Time Reporting

Report Time

Reporting Date Range: 10/22/2007 To 11/04/2007

Use the scheduled hours for the day(s) specified.

Reporting Details

Specify which Time Reporting Code (TRC) you want to use.

Time Reporting Code:

Indicate whether you would like to use your Task Profile.

*Use Profile:

☐ Replace Existing Time

Previous

Submit

Select all employees who will report time using the same time reporting code.

Select your Date or Range of Dates.

Select the radio button to Use scheduled hours for the day(s) specified.

Type in the time reporting code you want to report.

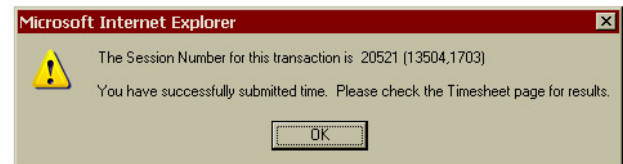
You will get a session number and a Save Confirmation. Hit OK and OK.

This will initiate a process to report time for the employees and dates selected. Go to the Process Monitor to confirm successful completion of the process.

Mass Time Reporting Save Confirmation

✓ The Save was successful.

OK



To Report changes to scheduled time

If you need to report any changes to the scheduled time (overtime worked, leave time taken, premium pays, etc.) go into the Timesheet.

Manager Self Service > Time Management > Report Time > Timesheet

Report Time

Timesheet Summary

Employee Selection Criteria	
Description	Value
Group ID	<input type="text" value="PAY"/>
EmplID	<input type="text"/>
Last Name	<input type="text"/>
First Name	<input type="text"/>
Workgroup	<input type="text"/>

Get Employees

View By: Date: << Previous Week Next Week >>

Employees For Dena T Kalar, Totals From 11/05/2007 - 11/11/2007

Customize | Find First 1-7 of 7 Last

Name	Reported Hours	Hours to be Approved	Scheduled Hours	Exception	Approved/Submitted Hours	Denied Hours	Employee ID	Department	Workgroup	Taskgroup	North American Paygroup
Arlette Leach	45.00	0.00	26.00		45.00	0.00	02859	520203	03A	FINP0001	03A
Jeffrey R Beatty	45.00	0.00	40.00		45.00	0.00	04509	520203	14A	FINP0001	14A
Karen M Hillius	45.00	0.00	40.00		45.00	0.00	05332	520203	03A	FINP0001	03A
Mary Minney	45.00	0.00	40.00		45.00	0.00	00365	520203	13A	FINP0001	13A
Pauline G Tolentino	45.00	0.00	40.00		45.00	0.00	05061	520203	03A	FINP0001	03A
Steven Shubin	45.00	0.00	40.00		45.00	0.00	08667	520203	13A	FINP0001	13A
Yolanda M Smith	45.00	0.00	40.00		45.00	0.00	02155	520203	03A	FINP0001	03A

Go To: [Manager Self Service](#)
[Time Management](#)
[Approve Reported Time](#)

Make sure the time sheet is for the proper week. You can change the week as needed.

Timesheet
 Karen M Hillius
 Job Title: Accountant-Auditor II
 EmplID: 05332
 Empl Rcd Nbr: 0

[Click for Instructions](#)

View By: Date: [Refresh](#) [<< Previous Week](#) [Next Week >>](#)

Reported Hours: 0.00 Hours Scheduled Hours: 40.00 Hours [<< Previous Employee](#) [Next Employee >>](#)

From Monday 10/29/2007 to Sunday 11/04/2007

Timesheet [Overrides](#) [Help](#)

Mon 10/29	Tue 10/30	Wed 10/31	Thu 11/1	Fri 11/2	Sat 11/3	Sun 11/4	Total	Time Reporting Code	Bus Unit	Combo Code	PC Business Unit	Project Id	Activity Id	Resource Type	KRA Strategy
									FRSNO						
									FRSNO						
									FRSNO						

[Save for Later](#) [Submit](#) [Apply Schedule](#)

[Reported Time Status - click to hide](#)

Date	Status	Total	Time Reporting Code	Comments
		0.000000		

[Reported Hours Summary - click to view](#)

[Balances - click to view](#)

Go To: [Manager Self Service](#)
[Time Management](#)
[Punch Timesheet](#)
[Return to Select Employee](#)

NOTE: Some Employees will not have all of these fields. They will look like this instead.

For these, all you need to enter is the time and the TRC.

From Monday 10/29/2007 to Sunday 11/04/2007

Timesheet [Overrides](#) [Help](#)

Mon 10/29	Tue 10/30	Wed 10/31	Thu 11/1	Fri 11/2	Sat 11/3	Sun 11/4	Total	Time Reporting Code	Bus Unit
									FRSNO
									FRSNO

[Save for Later](#) [Submit](#) [Apply Schedule](#)

KRA Strategy and Combo Code (Fund / Org) are required fields. If you make any changes to the timesheet, you must confirm that these fields are filled in or you will receive an error.

From Monday 10/15/2007 to Sunday 10/21/2007

Timesheet [Overrides](#) [Help](#)

Mon 10/15	Tue 10/16	Wed 10/17	Thu 10/18	Fri 10/19	Sat 10/20	Sun 10/21	Total	Time Reporting Code	Bus Unit	Combo Code	PC Business Unit	Project Id	Activity Id	Resource Type	KRA Strategy
8.00	8.00	8.00	8.00	8.00			40.00	R01 - Regular Pay	FRSNO	50103-520203					0403004000

[Save for Later](#) [Submit](#)

Click on Save for later if you plan to work on it some more at a later time or click on Submit if you are done.

If you save for later, information will show up that will help you check for any errors.

It will ask if you want to check for errors, click yes.

[Save for Later](#) [Submit](#)

[Reported Time Status - click to hide](#)

Would you like to check for errors? (13504,10066)

[Yes](#) [No](#)

If the employee has projects make sure that the following fields are used:
TRC, Taskgroup, Business Unit, Combo Code (Fund/Org), PC Business Unit, Activity ID, KRA Strategy

[Click for Instructions](#)

View By: Date: [Refresh](#) [<< Previous Week](#) [Next Week >>](#)

Reported Hours: 22.50 Hours Scheduled Hours: 40.00 Hours

From Monday 09/10/2007 to Sunday 09/16/2007

[Timesheet](#) [Overrides](#) [Feedback](#)

Mon 9/10	Tue 9/11	Wed 9/12	Thu 9/13	Fri 9/14	Sat 9/15	Sun 9/16	Total	Time Reporting Code	Bus Unit	Combo Code	PC Business Unit	Project Id	Activity Id	Resource Type	KRA Strategy
	2.00						2.00	R02 - Regular Pay - Temps	FRSNO	10101-180422	DPW	CM00008	MONCK		0103012000
	6.00	4.00	6.50				16.50	R02 - Regular Pay - Temps	FRSNO	22048-189901	DPW	PW00416	PSVY		0101001000
4.00							4.00	R02 - Regular Pay - Temps	FRSNO	22506-189901	DPW	PW00067	PSVY		0103012000

[Save for Later](#) [Submit](#)

Click on Save for later if you plan to work on it some more at a later time or click on Submit if you are done.
If you save for later, information will show up that will help you check for any errors.

It will ask if you want to check for errors, click yes.

[Save for Later](#) [Submit](#)

[Reported Time Status - click to hide](#)

Would you like to check for errors? (13504,10066)

[Yes](#) [No](#)

If there are no errors the page will come up showing you what you have entered. Notice that there is a section that shows Reported Hours and Scheduled Hours. You may need to make adjustments if these are not equal.

[Click for Instructions](#)

View By: Date: [Refresh](#) [<< Previous Week](#)

Reported Hours: 20.00 Hours Scheduled Hours: 26.00 Hours

From Monday 10/29/2007 to Sunday 11/04/2007

[Timesheet](#) [Overrides](#) [Feedback](#)

Mon 10/29	Tue 10/30	Wed 10/31	Thu 11/1	Fri 11/2	Sat 11/3	Sun 11/4	Total	Time Reporting Code	Tas
4.00	4.00	4.00	4.00	4.00			20.00	R01 - Regular Pay	FIN

[Save for Later](#) [Submit](#) [Apply Rules](#)

[Reported Time Status - click to hide](#)

Date	Status	Total	Time Reporting Code	Comments
10/29/2007	Saved	4.00	R01	
10/30/2007	Saved	4.00	R01	
10/31/2007	Saved	4.00	R01	
11/01/2007	Saved	4.00	R01	
11/02/2007	Saved	4.00	R01	

View By: Date: [Refresh](#) [<< Previous Week](#)

Reported Hours: 26.00 Hours Scheduled Hours: 26.00 Hours

From Monday 10/22/2007 to Sunday 10/28/2007

[Timesheet](#) [Overrides](#) [Feedback](#)

Mon 10/22	Tue 10/23	Wed 10/24	Thu 10/25	Fri 10/26	Sat 10/27	Sun 10/28	Total	Time Reporting Code
5.00	5.00	5.00	5.00	6.00			26.00	R01 - Regular Pay

[Save for Later](#) [Submit](#) [Apply Rules](#)

You also have the ability to add comments to any time you have entered. Click on the talking bubble next to the line you want to add a comment to.

[Reported Time Status - click to hide](#)

Date	Status	Total	Time Reporting Code	Comments
10/22/2007	Submitted	8.00	R01	
10/23/2007	Submitted	8.00	R01	
10/24/2007	Submitted	8.00	R01	
10/25/2007	Submitted	8.00	R01	
10/26/2007	Submitted	8.00	R01	

A new page will come up where you can type in your comments.

Comments

Jeffrey R Beatty

EmplID: 04509

Job Title: Management Analyst III

Empl Rcd Nbr: 0

Date Under Report: 10/26/2007

Customize Find View All				First 1 of 1 Last
Operator Id	DateTime Created	Source	Comment	
1 DENAK	10/29/2007 8:41AM	Time Reporting	Spent the day with his family.	+

Save

Cance

Once you have completed everything on the Timesheet you can click on Submit.

Timesheet

Submit Confirmation



The Submit was successful.

Reported Time for the Week of 2007-10-22 to 2007-10-28 is submitted



Near the bottom of the page is a link to display available leave balances. Simply click on “Balances – click to view”.

 [Reported Hours Summary - click to view](#)

 [Balances - click to hide](#)

<u>Plan Type</u>	<u>End balance as of</u> <u>10/29/2007</u>
Holiday Leave	78.400
Sick	619.400
Vacation	399.515
Supplemental Sick Leave	186.000
Compensatory Leave	

NOTE: The Timesheet page (or COF Time by Month) can be used for prior period adjustments.

Process Time

Go to Time and Labor > Process Time > Request Time Administration

If you have a previously defined run control, you may select it, or, create a new value using the Add a New Value tab.

- ▷ Self Service
- ▷ Manager Self Service
- ▷ Workforce Administration
- ▷ Benefits
- ▼ Time and Labor
 - ▷ Report Time
 - ▷ Interface Time
 - ▷ View Time
- ▼ Process Time
 - [Override Rules](#)
 - Request Time Administration
- ▷ Approve Time
- ▷ View Exceptions and

Request Time Administration

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Add a New Value

Run Control ID: begins with ▼

☐ Case Sensitive

Search

Clear

Basic Search

 [Save Search Criteria](#)[Find an Existing Value](#) | [Add a New Value](#)

Request Time Administration

Run Control ID: Reports [Report Manager](#) [Process Monitor](#) Run

Run Control Parameters

☐ Forecast Payable Time

☐ Use Reported Time for POI

☐ Use Current Date Process Date: 11/18/2007

Employees To Process Find First 1 of 1 Last

EmpID	Emp Rcd Nbr	Group ID	*Include/Exclude Indicator
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="Include"/>

Save Return to Search Previous in List Next in List Notify Add Update/Display

Fill in either the Employee ID or the Group ID and set the Process Date for the last day of the pay period.

In this case we used the Group ID.

Click on Run.

Request Time Administration

Run Control ID: Reports [Report Manager](#) [Process Monitor](#) [Run](#)

Run Control Parameters
☐ Forecast Payable Time
☐ Use Reported Time for POI
☐ Use Current Date
Process Date: 11/18/2007

Employees To Process Find | First 1 of 1 Last
Group ID: PAY

[Save](#) [Return to Search](#) [Previous in List](#) [Next in List](#) [Notify](#) [Add](#) [Update/Display](#)

Set the Server to PSUNX and change the Format to PDF.

Process Scheduler Request

User ID: DENAK Run Control ID: timeadmin

Server Name: PSUNX Run Date: 10/29/2007
Recurrence: Run Time: 10:01:44AM [Reset to Current Date/Time](#)
Time Zone:

Process List

Select	Description	Process Name	Process Type	Type	Format	Distribution
<input checked="" type="checkbox"/>	Core Time Administration App	TL_TIMEADMIN	Application Engine	Web	PDF	Distribution

[OK](#) [Cancel](#)

Find Exceptions

Go to Manager Self Service > Time Management > Approve Time and Exceptions > Exceptions
or go to Time and Labor > View Exceptions and Attendance > Exceptions

Manage Exceptions

Employee Selection Criteria
Description Value
Group ID
EmpID
Last Name
First Name
Workgroup

[Get Employees](#)

Allowing an exception will enable the time to be processed and create payable time without having to resolve the exception. Once an exception has been allowed, it will no longer appear on this page. Time that has an exception with a Low or Medium severity level will still create payable time. Exceptions with a source of Time Administration can only be resolved by running the Time Administration process. Time that has an exception with a High severity level will not create payable time.

[Filter Options](#)

Exceptions Find | First 1 of 1 Last
[Overview](#) [Details](#)

Allow	Exception ID	Description	Date	Name	Severity	EmpID	More...
<input type="checkbox"/>			11/16/2007				More...

Click this button to resolve non-setup related exceptions once reported time has been corrected using the Timesheet page. This button will only resolve exceptions with a source of Time Validation-Elapsed or Punch.

[Clean Up Exceptions](#)

[Allow All](#)
[Save](#)

In this case we found 1 exception. Click on the More button on the far right of the screen.

Exceptions Find | First 1 of 1 Last

[Overview](#) [Details](#)

Allow	Exception ID	Description	Date	Name	Job Description	Severity	EmpID	More...
<input type="checkbox"/>	TLX00440	TRC is not in TRC Program	10/29/2007	Jeffrey R Beatty	Management Analyst III	High	04509	More...

Click this button to resolve non-setup related exceptions once reported time has been corrected using the Timesheet page. This button will only resolve exceptions with a source of Time Validation-Elapsed or Punch.

[Clean Up Exceptions](#)

A new screen will open showing the day with the exception.

From here you can change the information to make it accurate and either view or add any comments. (In this case the employee is not allowed to use X20 so the TRC needs to be changed to X00.)

EmpID: 04509 Jeffrey R Beatty		Date Under Report: 10/29/2007	
-------------------------------	--	-------------------------------	--

*TRC	*Hours/Units	Show/Hide Project Fields
1 R01	8.000000	Show/Hide Project Fields
2 X20	4.000000	Show/Hide Project Fields

[Comment](#)

DateTime Created	User ID	Source for Comment	Comment	Add Comments
1 10/29/07 10:05:13.000000AM	DENAK	Reporting		

[Save](#)
[Return to Search](#)
[Refresh](#)
[Add](#)
[Update/Display](#)
[Include History](#)

You will need to run Time Administration again, but only for the one employee.

Request Time Administration

Run Control ID: Reports [Report Manager](#) [Process Monitor](#) [Run](#)

Run Control Parameters

☐ Forecast Payable Time
☐ Use Reported Time for POI
☐ Use Current Date

Process Date: 11/18/2007

Employees To Process

EmpID	Empl Rcd Nbr	*Include/Exclude Indicator
04509	0	Include

[Save](#)
[Return to Search](#)
[Previous in List](#)
[Next in List](#)
[Notify](#)
[Add](#)
[Update/Display](#)

Calendar View

Go to Time and Labor > Report Time > COF Time by Month

These pages run exactly like the Calendar pages in the older version.

Self Service

Manager Self Service

Workforce Administration

Benefits

Time and Labor

Report Time

Rapid Time

Adjust Paid Time

COF Rapid Time

COF Time by Month

COF Employee Time Entry

COF Time by Group

COF Select Employees

COF TL Calendar

Get employee by any of the selection options.

COF Employee Selection

EmpID: [Get Employee](#)
 Group: [Get Employees in Group](#)
 ID: [Get my Employees](#)

Name	Jobcode Description	Department	Workgroup	Taskgroup	EmpID	Rcd#
Name						0

October 2007

10 - October
2007
Payable Hours
View

	10.00 E\$ R01	1	10.50 E\$ R01=10.00,X00=0.50	2	11.00 E\$ R01=10.00,X00=1.00	3	8.00 \$ N/A	4	10.00 E\$ LVV
7	8.00 \$ N/A	8	8.00 \$ N/A	9	8.00 \$ N/A	10	8.00 \$ N/A	11	8.00 \$ N/A
14	8.00 \$ N/A	15	8.00 \$ N/A	16	8.00 \$ N/A	17	8.00 \$ N/A	18	8.00 \$ N/A
21	8.00 E\$ R01	22	8.00 E\$ R01	23	8.00 E\$ R01	24	8.00 E\$ R01	25	8.00 E\$ R01
28	12.00 E\$ R01=8.00,X00=4.00	29	8.00 E\$ R01	30	8.00 E\$ R01	31			

- Self Service
- Manager Self Service
- Workforce Administration
- Benefits
- Time and Labor
 - Report Time
 - Rapid Time
 - Adjust Paid Time
 - COF Rapid Time
 - COF Time by Month
 - COF Employee Time Entry
 - COF Time by Group
 - COF PW CrossWalk
 - COF PW Time Entry Page
 - Interface Time
 - View Time
 - Process Time
 - Approve Time
 - View Exceptions and Attendance
 - Enroll Time Reporters
 - Reports
 - Payroll for North America

COF Time Data Entry Page

EmplID: 04509 Jeffrey R Beatty Date Under Report: 10/29/2007

Customize | Find | First | 1-2 of 2 | Last

	TRC	Hours/Units	Show/Hide Project Fields
1	R01	8.000000	Show/Hide Project Fields
2	X00	4.000000	Show/Hide Project Fields

Comment

Comments

Date	Time Created	User ID	Source for Comment	Comment	Add Comments
1	10/29/07 10:21:35.000000AM	DENAK	Reporting		

OK

Apply

Refresh

Approve Time - This can be done by using Payable Time or Batch Approval Process

Payable Time

Go to Time and Labor > Approve Time > Payable Time

- My Favorites
- Self Service
- Manager Self Service
- Workforce Administration
- Benefits
- Time and Labor
 - Report Time
 - Interface Time
 - View Time
 - Process Time
 - Approve Time
 - Payable Time
 - Request Batch Approval Process
 - View Exceptions and Attendance
 - Enroll Time Reporters
 - Reports
 - Time and Labor Set Up Center
 - Payroll for North America

Approve Payable Time

Approve Time for Time Reporters

Employee Selection Criteria

Description	Value
Group ID	
EmplID	
Last Name	
First Name	
Workgroup	

Get Employees

Start Date

11/10/2007

End Date

11/16/2007

No employees were returned for the time period specified.

The Start Date should be the earliest date an adjustment was made to account for prior period adjustments. The End Date should be the last day of the pay period.

By clicking on a person’s name you can take a look at their time.

You may want to do this to see why someone had more than or less than 80 hours.

From here you can look at any comments made about a specific time, you can adjust time, or you can decide to approve only a portion of a person’s time.

Click on the check boxes of any time you want to approve and hit approve.

Go back to the main page and select the employees that you are ready to approve and hit Approve.

You will be asked if you want to approve the time. Click OK.

Employees For Dena T Kalar

Find | View All

First 1-7 of 7 Last

Select	Name	Employee ID	Job Description	Total Payable Hours	Workgroup	Global Payroll Paygroup
<input type="checkbox"/>	Arlette Leach	02859	Administrative Clerk II	52.000000		
<input type="checkbox"/>	Jeffrey R Beatty	04509	Management Analyst III	84.000000		
<input type="checkbox"/>	Karen M Hillius	05332	Accountant-Auditor II	80.000000		
<input type="checkbox"/>	Mary Minney	00365	Senior Accountant-Auditor	80.000000		
<input type="checkbox"/>	Pauline G Tolentino	05061	Principal Account Clerk	80.000000		
<input type="checkbox"/>	Steven Shubin	08667	Senior Accountant-Auditor	80.000000		
<input type="checkbox"/>	Yolanda M Smith	02155	Accountant-Auditor II	80.000000		

☒ Select All ☐ Clear All

Approve

Approve Payable Time

Jeffrey R BeattyEmplID: 04509

Job Title: Management Analyst IIIEmpl Rcd Nbr: 0

Select the time you wish to approve and then click the Approve button. Enter a specific Accounting Date for each row of payable time to be published. If you wish to use the current date as the publish date, you may leave the Accounting Date field blank.

Start Date 10/22/2007End Date 11/04/2007

Approval Details

Customize | Find | View 10 | First 1-11 of 11 Last

OverviewTime Reporting ElementsTask Reporting ElementsChartfields

Select	Date	Time Reporting Code	Quantity	Type	Accounting Date	User ID	Adjust Reported Time	Comments
<input type="checkbox"/>	10/22/2007	R01	8.000000	Hours		31	Adjust Reported Time	
<input type="checkbox"/>	10/23/2007	R01	8.000000	Hours		31	Adjust Reported Time	
<input type="checkbox"/>	10/24/2007	R01	8.000000	Hours		31	Adjust Reported Time	
<input type="checkbox"/>	10/25/2007	R01	8.000000	Hours		31	Adjust Reported Time	
<input type="checkbox"/>	10/26/2007	V01	8.000000	Hours		31	Adjust Reported Time	
<input type="checkbox"/>	10/29/2007	X00	4.000000	Hours		31	Adjust Reported Time	
<input type="checkbox"/>	10/29/2007	R01	8.000000	Hours		31	Adjust Reported Time	
<input type="checkbox"/>	10/30/2007	R01	8.000000	Hours		31	Adjust Reported Time	
<input type="checkbox"/>	10/31/2007	R01	8.000000	Hours		31	Adjust Reported Time	
<input type="checkbox"/>	11/01/2007	R01	8.000000	Hours		31	Adjust Reported Time	
<input type="checkbox"/>	11/02/2007	R01	8.000000	Hours		31	Adjust Reported Time	

☒ Select All ☐ Clear All

ApprovePrevious EmployeeNext Employee

Employees For Dena T Kalar

Find | View All

First 1-7 of 7 Last

Select	Name	Employee ID	Job Description	Total Payable Hours	Workgroup	Global Payroll Paygroup
<input checked="" type="checkbox"/>	Arlette Leach	02859	Administrative Clerk II	52.000000		
<input checked="" type="checkbox"/>	Jeffrey R Beatty	04509	Management Analyst III	84.000000		
<input checked="" type="checkbox"/>	Karen M Hillius	05332	Accountant-Auditor II	80.000000		
<input checked="" type="checkbox"/>	Mary Minney	00365	Senior Accountant-Auditor	80.000000		
<input checked="" type="checkbox"/>	Pauline G Tolentino	05061	Principal Account Clerk	80.000000		
<input checked="" type="checkbox"/>	Steven Shubin	08667	Senior Accountant-Auditor	80.000000		
<input checked="" type="checkbox"/>	Yolanda M Smith	02155	Accountant-Auditor II	80.000000		

☒ Select All ☐ Clear All

Approve

Are you sure you want to approve the time selected? (13504,2500)

Once the page is saved, the time cannot be "Unapproved"
Press OK to Approve or press Cancel to not save the approval.


OK

Cancel

You will receive a Save Confirmation.

Employee time has been submitted.

Save Confirmation

 The Save was successful.



Batch Approval Process

Go to Time and Labor > Approve Time > Request Batch Approval Process

If you have a previously defined run control, you may select it, or, create a new value using the Add a New Value tab.

My Favorites

Self Service

Manager Self Service

Workforce Administration

Benefits

Time and Labor

Report Time

Interface Time

View Time

Process Time

Approve Time

Payable Time

Request Batch Approval Process

Request Batch Approval Process

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing ValueAdd a New Value

Run Control ID: begins with

☐ Case Sensitive

SearchClearBasic SearchSave Search Criteria

Find an Existing ValueAdd a New Value

The From Date should be the earliest date an adjustment was made to account for prior period adjustments.
The End Date should be the last day of the pay period.

You can approve for either a group or an individual employee.

In this case we use the Group ID.

Click on Run.

Request Batch Approval Process

Run Control ID: ReportsReport ManagerProcess MonitorRun

Run Control Parameters

*From Date: *End Date:

Employees To ProcessFind | View All | First 1 of 1 Last

EmplIDEmpl Rcd NbrGroup IDInclude/Exclude Indicator

Include

SaveReturn to SearchNotifyAddUpdate/Display

Run Control Parameters

*From Date: 10/08/2007 *End Date: 10/21/2007

Employees To ProcessFind | View All | First 1 of 1 Last

Group ID

PAY

SaveReturn to SearchNotifyAddUpdate/Display

Process Scheduler Request

User ID: DENAKRun Control ID: Reports

Server Name: PSUNKRun Date: 11/16/2007

Recurrence:Run Time: 8:56:35AMReset to Current Date/Time

Time Zone:

Process List

Select	Description	Process Name	Process Type	Type	Format	Distribution
<input checked="" type="checkbox"/>	Time & Labor Batch Approval	TL_APPRV_AE	Application Engine	Web	TXT	Distribution

Click OK

OKCancel

Go to Process Monitor to make sure the process ran without any problems.

Once Run Status says Success, the process has been completed.

Request Batch Approval Process

Run Control ID: ReportsReport ManagerProcess MonitorRun

Run Control Parameters

*From Date: 10/08/2007 *End Date: 10/21/2007

Employees To ProcessFind | View All | First 1 of 1 Last

Group ID

PAY

SaveReturn to SearchNotifyAddUpdate/Display

Adjust Paid Time – Changes made in the Adjust Paid Time process do not come forward to the paycheck. This process is used when an adjustment is made by Payroll to the paycheck and the time and labor record needs to be changed to reflect this.

Time and Labor > Report Time > Adjust Paid Time



Adjust Paid Time

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

EmplID: begins with

Search

Clear

[Basic Search](#)

[Save Search Criteria](#)

Type in the Employee ID that you want to adjust time for.

Type in the start and end dates that you need to adjust time for and click Get Rows.

Adjust Paid Time

Dena T Kalar

EmplID: 07106

Job Title: Management Analyst II

Empl Rcd Nbr: 0

Enter a date range up to thirty-one days.

Start Date

End Date

[Get Rows](#)

Payable Time Details					
Overview		Time Reporting Elements		Task Reporting Elements	
'Date	Payable Status	Time Reporting Code	Quantity	TRC Type	Accounting Date
1					

[Save](#)

[Return to Search](#)

Adjust Paid Time

Dena T Kalar

EmplID: 07106

Job Title: Management Analyst II

Empl Rcd Nbr: 0

Enter a date range up to thirty-one days.

Start Date

End Date

[Get Rows](#)

Payable Time Details					
Overview		Time Reporting Elements		Task Reporting Elements	
'Date	Payable Status	Time Reporting Code	Quantity	TRC Type	Accounting Date
1	10/01/2007	Paid - Labor Distributed	R01 - Regular Pay	8.000000	Hours
2	10/02/2007	Paid - Labor Distributed	R01 - Regular Pay	8.000000	Hours
3	10/03/2007	Paid - Labor Distributed	R01 - Regular Pay	8.000000	Hours
4	10/04/2007	Paid - Labor Distributed	M01 - Administrative Leave Used	8.000000	Hours
5	10/05/2007	Paid - Labor Distributed	M01_A - Administrative Lv Sick	8.000000	Hours
6	10/08/2007	Paid - Labor Distributed	R01 - Regular Pay	8.000000	Hours

[Save](#)

[Return to Search](#)

Make any necessary changes and click save.